



# DIVAS Who Win Freedom Center Inc Internship Opportunity

## Development & Fundraising Intern

DIVAS Who Win Freedom Center Inc's mission:

*To Create a safe space that destroys stigma and restores dignity to women overcoming addiction, prostitution and sex trafficking survivors.*

This mission is accomplished through peer support, education, prevention and intervention. Our home office is located in Athens GA and we are a local non profit organization. We depend on community engagement and support, and the help of volunteers to carry out our mission to protect our community and cultivate wellness.

If you are interested in interning, please [fill out our internship form here](#). This information will help us assess your interests and availability in order for us to best utilize your time and help for a great cause!

If you have any questions, please feel free to reach out to [interns@divaswhowin.org](mailto:interns@divaswhowin.org)

## Development & Fundraising Intern:

### **\*SEEING WINTER INTERNSHIP CANDIDATES\***

#### **Description of Program:**

The Development & Fundraising Intern position is an exciting opportunity to impact fundraising in a small but dynamic nonprofit organization. DIVAS Who Win Freedom Center's Development Department is responsible for developing and sustaining the organization's financial base through the recruitment, cultivation and stewardship of individual donors and institutional funders.

The Development Intern will report to the Donor Relations, Special Events Associate and the Senior Associate Grant Writer and Coordinator. Working between 15-18 hours per week, the Development Intern will conduct research of prospective funding sources to identify those that align with Divas mission and programs.

They will make recommendations based on research for which programs/projects to pursue a potential funding source. The Development Intern will also assist in developing correspondence with donors, preparing meeting materials and may work with both the Development and Communications staff on projects to expand our donor communication and outreach.

This internship is an exciting experiential opportunity to gain professional experience in a dynamic organization that is addressing one of the most critical issues of our time.

#### **Responsibilities include:**

- Research and make recommendations based on the research for prospective funding, including:
- Corporate foundations and giving (through corporate social responsibility and other efforts)
- Foundations (public, private, family)
- Government funding opportunities (city, state and federal)
- Major individual donor prospects
- Prepare materials for Development team to support meetings with donors

- Actively participate in development team meetings
- Assist with creating and maintaining internal donor databases
- Create a pipeline of potential funding through the Faith based community in ACC and surrounding counties
- Such other responsibilities as may be assigned

### **Qualifications and Expectations:**

- Commitment to the mission and goals of DWWFC
- Bachelor's Degree preferred, not required
- Excellent writing and research skills
- Ability to analyze data and create clear written materials
- Interest in and knowledge of fundraising
- Detail-oriented and highly organized
- Ability to work independently in a fast-paced environment
- Computer skills, including Microsoft Office, Google Suite; fundraising database experience preferred
- Non biased and empathic approach to the mission of organization

### **Skills:**

- You like forming meaningful community relationships
- You have a can-do attitude and thrive when taking on new challenges
- You are an excellent verbal and written communicator
- You love data & research
- You are comfortable in faith based settings
- You are passionate about sex trafficking prevention and advocacy
- You are innovative in your approach to donor relationships and sustainability
- You soar above expectations with your creative genius in collateral creation

### **Specifications:**

- 1 day on site (5 hours included in the total 13 hour commitment)
- 12-13 hours weekly (onsite plus remote)
- Available for academic credit or paid stipend Winter semester

### **Compensation:**

- \$1200 stipend (based on performance reviews/split in two installments)

### **Workspace:**

- 75% Remote
- Weekly Zoom Check In with Executive Director
- Weekly in person meetup with Team Lead & Intern Team

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